

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

POSITION AND HIRING INFORMATION

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|--|--|--|---|---------------------------|-------------------------------|
| 1. POSITION NUMBER | 2. POSITION TITLE | | | | 3. OCCUPATIONAL CODE |
| 4. ORGANIZATIONAL TITLE | 5. CAREER GROUP | 6. PAY SCHEDULE | 7. PAY BAND | 8. TARGET PAY BAND | 9. OPM FUNCTIONAL CODE |
| 10. DRUG TEST <input type="checkbox"/> YES <input type="checkbox"/> NO | 11. BUS CODE | 12. FAIR LABOR STANDARDS ACT <input type="checkbox"/> N <input type="checkbox"/> E | | | 13. SUPERVISORY STATUS |
| 14. KEY/EMERGENCY ESSENTIAL | 15. MOBILIZATION INDICATOR | 16. ENVIRONMENTAL/HAZARD DIFFERENTIAL | 17. CERTIFICATION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| 18. POSITIVE EDUCATION REQUIREMENTS <input type="checkbox"/> YES <input type="checkbox"/> NO | 19. LANGUAGE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO | | 20. LANGUAGE IDENTIFIER | | |
| 21. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO | 22. POSITION SENSITIVITY | 23. PAY POOL IDENTIFIER | 24. LAUTENBERG/SMITH AMENDMENT <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

25. DUTIES

26. POSITION'S ORGANIZATION

| | |
|------------------------------|---|
| 27. POSITION OCCUPIED | 28.a. DUTY STATION (<i>City - County - State or Overseas Location</i>) |
| | b. GEOGRAPHICAL LOCATION CODE |

29. CORE COMPETENCIES

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION**30. COMPONENT INFORMATION**

| | | | | | |
|---|-------------------------------|---|--|--|----------------------------|
| a. STANDARD OCCUPATION CODE (SOC) | | b. NATIONAL GUARD BUREAU <input type="checkbox"/> DUAL STATUS <input type="checkbox"/> NON-DUAL STATUS | | c. AIR/ARMY RESERVE TECHNICIAN <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| d. AF SPEC CODE/ MIL OCCUPATIONAL SPEC | e. ROLE | f. SPECIALTY | | g. SCOPE AND IMPACT | |
| h. ORGANIZATIONAL ENVIRONMENT | i. CAREER FIELD/ COMMUNITY | j. RESERVED FOR COMPONENT USE | | | 31. PPP OPTION CODE |

32. SKILLS INFORMATION**33. CONDITIONS OF APPOINTMENT****34. OTHER REQUIREMENTS**

| | | | | |
|-----------------|-----------------|-----------------|-----------------|------------------|
| a. DOD RESERVED | b. DOD RESERVED | c. DOD RESERVED | d. DOD RESERVED | e. COMPONENT USE |
|-----------------|-----------------|-----------------|-----------------|------------------|

35. AUTHORIZED MANAGEMENT OFFICIAL

| | | |
|--------------|----------|----------------------|
| a. SIGNATURE | b. TITLE | c. DATE (YYYY/MM/DD) |
|--------------|----------|----------------------|

36. CLASSIFICATION APPROVED BY

| | | |
|--------------|----------|----------------------|
| a. SIGNATURE | b. TITLE | c. DATE (YYYY/MM/DD) |
|--------------|----------|----------------------|

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITION DESCRIPTION

CONTINUATION SHEET

Guidance for Completing National Security Personnel System Position Description
DD Form 2918, July 2006

* Blocks have a finite number of text lines. Where additional text lines are required, National Security Personnel System (NSPS) Position Description Continuation Sheet may be used

| Block # | Guidance |
|---|---|
| #1 – Position Number | Self explanatory. |
| #2 – Position Title | DoD NSPS Prescribed Title (NSPS SC1920.AP4) |
| #3 – Occupational Code | DoD NSPS Prescribed Code (NSPS SC1920.AP4) |
| #4 – Organizational Title | Informal title of position. NSPS PDs may have an organizational title assigned locally |
| #5 – Career Group | DoD NSPS Prescribed Title (NSPS SC1920.AP1) |
| #6 – Pay Schedule | DoD NSPS Prescribed Code (NSPS SC1920.AP2) |
| #7 – Pay Band | DoD NSPS Prescribed Code (NSPS SC1920.AP5) |
| #8 – Target Pay Band | Self explanatory. |
| #9 – OPM Functional Code | If applicable, assign Functional Designation for Engineers and Scientists (NSPS SC1920, AP 5, Part V) |
| #10 – Drug Test | Self explanatory. |
| #11 – BUS Code | Self explanatory. If 8888 is assigned , PD must include rationale. |
| #12 – FLSA | Self explanatory. If exempt is assigned, citation of 5 CFR 551 exemption criteria must be included. (NSPS SC1920.9) |
| #13 – Supervisory Status | Assign appropriate supervisory status code |
| #14 – Key/Emergency Essential | Indicate if position is Key or Emergency Essential (DoD Directive 1404.10, April 10, 1992) |
| #15 – Mobilization Indicator | Self explanatory. |
| #16 – Environmental/Hazard Differential | Self explanatory. (NSPS SC1930.AP5) |
| #17 – Certification Required | Select one. If “YES” identify the certification required. (e.g., DAWIA level) |
| #18 – Positive Education Requirements | Select one. If “YES” identify the educational requirement. (e.g., Bachelor’s Degree) |
| #19 – Language Required | Check one. If “YES” complete Block #20. |
| #20 – Language Identifier | Indicate language identifier code and clear text (e.g., FRA = French) |
| #21 – Financial Statement Required | Select one. |
| #22 – Position Sensitivity | Self explanatory. |
| #23 – Pay Pool Indicator | Self explanatory. |
| #24 – Lautenberg/Smith Amendment | Select one. |

Guidance for Completing DD Form 2918, July 2006
(Continued)

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|--------------------------------------|--|
| #25 – Duties * | The PD information must be sufficient to classify the position, e.g., career group, pay schedule, pay band, occupation code, title, supervisory status, FLSA status, qualifications. (NSPS SC1920.4.8) Additional information may be added to NSPS Continuation Sheet. |
| #26 – Position's Organization | The organizational location of the position. (e.g., component, installation, department, division, branch, section) |
| #27 – Position Occupied | Enter either: “1 = Competitive Service” “2 = Excepted Service” See 5, §212.101, for information on the competitive service; 5 CFR, §213.101, for the excepted service. |
| #28a – Duty Station | Self explanatory. |
| #28b – Geographic Location Code | Self explanatory. |
| #29 – Core Competencies * | KSAs and behaviors identified as important to the position and used for career and personal development. Additional information may be added to NSPS Continuation Sheet. |
| #30 – Component Information | Component specified |
| #31 – PPP Option Code | Indicate applicable three digit code and clear text |
| #32 – Skills Information * | KSAs developed from job analysis which the employee needs to execute the duties of the position. Also includes credentials, licenses, etc. Additional information may be added to NSPS Continuation Sheet. |
| #33 – Conditions * of Appointment | Unique or special requirements of the position, such as security clearance, travel requirements, driver's license. Additional information may be added to NSPS Continuation Sheet. |
| #34 Other requirements | Self explanatory. |
| #35 – Authorized Management Official | See NSPS SC1920.4.7 |
| #35a – Signature | Self explanatory. |
| #35b – Title | Self explanatory. |
| #35c - Date | Self explanatory. |
| #36 – Classification Approved by | See NSPS SC1920.4.7 |
| #36a – Signature | Self explanatory. |
| #36b – Title | Self explanatory. |
| #36c - Date | Self explanatory. |